

Green Facts

Pesticide Vendor Licences

The Ministry of the Environment (MOE) pesticide licensing program is regulated by the *Pesticides Act* and Regulation 914. In accordance with legislation, the Environmental Assessment and Approvals Branch manages licensing for the sale, storage, use, transportation and disposal of federally registered and provincially classified pesticides. This fact sheet provides information for prospective retailers or distributors of pesticide products.

Do I require a vendor licence?

Any person or business that sells pesticides in Ontario must hold an Ontario pesticide vendor licence.

What type of vendor licence do I need?

There are two types of vendor licences – a Limited Vendor Licence and a General Vendor Licence. A Limited Vendor Licence authorizes the holder to sell either wholesale or retail, only Schedule 3, 4 and 6 pesticides or a Schedule 2 pesticide that is a bactericide in cutting oil, marine or aviation fuel. A General Vendor Licence authorizes the holder to sell all schedules of pesticides, whether wholesale or retail.

How do I qualify/apply for a vendor licence?

To qualify for a Limited Vendor Licence, you must:

- Be 18 years of age or older. In the case of a corporation, the official representative must be 18 years of age or older.

To qualify for a General Vendor Licence, you must:

- Be 18 years of age or older. In the case of a corporation, the official representative must be 18 years of age or older.
- Employ a full time certified outlet representative that has successfully completed the Pesticides Vendor Certification Course and is at least 16 years of age. For information regarding pesticide training and certification please contact Ridgetown College, University of Guelph toll free at 1-888-620-9999 or locally at (519) 674-1575

To apply for a vendor licence, you must complete and submit an “Application for a Vendor Licence for Pesticide Sales” to:

Director, *Pesticides Act*
Ministry of the Environment
Environmental Assessment and Approvals Branch
2 St. Clair Ave. W, Floor 12A
Toronto, ON M4V1L5

This form is available in the on the Ministry of the Environment internet site at <http://www.ene.gov.on.ca/envision/gp/index.htm#PLC> or from the Environmental Assessment and Approvals Branch at 1-800-461-6290 (or 416-314-8001).

What information do I need to include with my application?

When you complete the “Application for a Vendor Licence for Pesticide Sales”, you will be asked to provide the following:

- Mailing address
 - The address where you or your company receive mail.
- Physical address
 - You must provide this if your primary company work location is different than the address where your company receives mail. **You can not use a P.O. Box as a physical address.**
- Certified outlet representative information (General Vendors only)
 - If you are applying for a General Vendor Licence, you must include the full name of your certified outlet representative, their Pesticides Vendor Certificate (PVCC) number and the expiry date of their PVCC. A copy of the PVCC must be included with your application.
- Payment
 - Limited Vendor Licences are subject to a \$110 fee and are issued for a 5 year period.
 - General Vendor Licences are subject to a \$200 fee and are issued for a 5 year period.

How do I renew my licence?

You will receive a notice in the mail before your licence is due to expire. This notice will provide you with detailed instructions on how to renew your licence. If you did not receive a renewal notice or have questions about the renewal process, please contact the Environmental Assessment and Approvals Branch at 1-800-461-6290 (locally at 416-314-8001) or by e-mail at EAABGen@ene.gov.on.ca.

How do I update my address if I move?

If you move or your address changes, you must notify the Ministry of the Environment within 10 days using a form supplied by the ministry. The “Pesticide Licence Replacement / Change of Address Form” is available on the Ministry of the Environment internet site at <http://www.ene.gov.on.ca/envision/gp/index.htm#PLC> or from the Environmental Assessment and Approvals Branch at 1-800-461-6290 (or 416-314-8001).

What should I do if the company's official representative or certified outlet representative changes?

You must notify the Ministry of the Environment within 10 days of any change to your licence information. Please send a signed letter, on company letterhead, stating the information that has changed. Please include your name, phone number and vendor licence number. Information updates should be sent to:

Director, *Pesticides Act*
Ministry of the Environment
Environmental Assessment and Approvals Branch
2 St. Clair Ave. W Floor 12A
Toronto, ON M4V 1L5

Can I transfer my licence to a new owner if I sell my business?

No. A vendor licence is not transferable (*Pesticides Act*, s.33) and the new owner will have to apply for a new licence.

What is a pesticide schedule?

Pesticides are classified into one of six schedules used to control the sale and use of the product. The table below describes the criteria for classification and who a product can be sold to:

Ontario's Pesticide Classification						
Schedule	Human and/or Environmental Health Criteria*	For Use According to Label Directions By:				
		Licensed Exterminator	Certified Grower	Technician/ Trainee	Trained Assistant	Property Owner or Tenant
1	Very Toxic Very Persistent	✓ (under permit)	✓ (under permit)			
5	Very Toxic Very Persistent	✓ (aerial application under permit)	✓		✓ (under supervision)	
2	Toxic Persistent	✓	✓	✓ (under supervision)	✓ (under supervision)	✓ (aquatic herbicides, under permit)
3	Moderately Toxic Moderately Persistent	✓	✓	✓ (under supervision)	✓	✓
4	Low Toxicity Low Persistence	✓	✓	✓ (under supervision)	✓	✓
6	Low Toxicity Low Persistence (larger size container)	✓	✓	✓ (under supervision)	✓	✓

Additional information relating to classification criteria and a listing of pesticide products currently classified for use in Ontario is available in the Ontario Pesticides Advisory Committee Internet site at www.opac.gov.on.ca.

When do I need to provide written notice to the Fire Department?

Every vendor that stores schedule 1, 2, 3, 4, 5, or 6 pesticide products for sale must give written notice annually to the Fire Department responsible for the area in which the pesticide is stored. Several "Fire Department Notification Cards" will be included with your vendor licence.

Do I need a separate vendor licence if my business operates out of more than one location?

Yes. Vendor licences are only valid for the company they are issued to and for the address printed on the face of the licence. Every location requires a separate licence.

The information contained in this document is of a general nature only and is not intended to constitute advice for any specific situation. Please note that the texts of many Ontario statutes and regulations are available on the Internet at www.e-laws.gov.on.ca.

For more information about pesticide licensing or to obtain an application package, please contact:

Ministry of the Environment
Environmental Assessment and Approvals Branch
2 St. Clair Ave W, Floor 12A
Toronto, ON M4V 1L5

Toll Free: 1-800-461-6290
Phone: 416-314-8001
Fax: 416-314-8452
Email: EAABGen@ene.gov.on.ca
Website: www.ene.gov.on.ca